Intelligence
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DCI/IC 1532-74

21 August 1974

MEMORANDUM FOR: IC Staff Personnel Utilizing OJCS Resources

SUBJECT   : DCI/IC ADP Resource Accounting Procedures

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1. In an attempt to improve control over the usage of ADP resources and to stimulate more cost consciousness on the part of users of _____ ADP resources by IC Staff personnel, I am modifying the accounting numbers that have been assigned to ICS ADP projects.

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2. Effective immediately, the following accounting numbers will be used by all IC Staff personnel utilizing _____ resources. If for some reason you find there is no accounting number for the project you are working on, please contact me.

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Account No.	Project
0551901	Developmental work, including programming, system modification etc. of CIRIS GIMS.
0551902	Production runs against CIRIS GIMS data base.
0524701	Developmental work including programming, system modifications and system analysis of FYDP data bases and associated software.
0524702	Developmental work, including programming, system modifications and system analysis of CIRIS data bases and associated software.
0524703	Developmental work including programming, system analysis and design of Tactical/National data bases and software.
0524704	Developmental work including programming, system design, etc. of short ad hoc requirements not related to any established ICS computer project supported by _____ This number can only be used with my personal approval.

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Account No.	Project
0524705	Training of DCI/IC Staff personnel in the use of [ ] resources.
0556701	Production work involving FYDP data for DOD (Non-ICS) personnel or offices.
0556702	Production work involving CIRIS data for DOD (Non-ICS) personnel or offices.
0556703	Production work involving Tactical/National data for DOD (Non-ICS) personnel or offices.
0556801	Production work involving FYDP data for IC Staff personnel.
0556802	Production work involving CIRIS data for IC Staff personnel.
0556803	Production work involving Tactical/National data for IC Staff personnel.
0575101	Developmental work including programming, system analysis and design of KEP software.
0575102	Production work involving KEP data for IC Staff personnel.
0575103	Production work involving KEP data for non-ICS personnel or offices.
0546101	Developmental work including programming, system modifications, etc. of FACIN data bases and software.
0546102	Production work involving FACIN data for IC Staff personnel.
0546103	Production work involving FACIN data for non-ICS personnel or offices.

3. Under a new resource allocation system put in effect July 1, 1974, a credit allocation for services from [ ] has been established for each office for FY 75. The price of services used by the IC Staff will be reported monthly by [ ] to each user office. In general, a user office may not demand services from [ ] in excess of its allocation. Changes in allocation may be effected, however, through procedures established by [ ] and the individual Directorates.

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4. Accordingly, it is imperative that IC Staff personnel not be wasteful of [blank] ADP resources. In general, ICS personnel have been exceedingly careful and conscientious in their use of [blank] services. However, a few suggestions on how we can continue to be economical follow:

a. When you are finished using the time sharing system, be sure to log off from the system. Actual log-on time costs money even when you are not doing anything.

b. When using any [blank] system be sure to use the appropriate project accounting number.

c. When planning to process data, <u>stop and think</u> of the most effective and economical method of accomplishing the task. For instance, if you run a request to display data and for some reason the run doesn't execute 100%, do not rerun the entire job but only that portion that was not originally completed. This also means that when you are processing data, you should be sure to use the procedure containing programs most appropriate for the task attempting to be accomplished.

d. When in the middle of working on a task on the time sharing system, whenever possible, complete it before leaving the terminal due to an interruption rather than leaving the terminal still logged on and returning later to complete the task.

e. To maximize the use of your own time, attempt to use the time sharing system during non-peak hours. These slow periods are from 8-9:30 a.m., 12-1 p.m. and after 4 p.m. Response time during these non-peak hours should be faster.

f. As you discover further ways in which [blank] resources can be used more effectively and economically, bring them to my attention.

[box]
DCI/IC/MPRRD

IC/MPRRD/R&AB [blank] dl (21 Aug 74)
Distribution:
Orig - Addee
(1) - Ex IC/Reg
1 - R&A Reading
1 - NT Chrono